



Kentucky Personnel Cabinet
501 High Street
Frankfort, KY



IC Memorandum 12-14

TO: KEHP/KGLI Insurance Coordinators – Boards of Education

FROM: Department of Employee Insurance – Kentucky Employees' Health Plan
Kentucky Group Life Insurance

SUBJECT: Board of Education Insurance Summer Coverage.

DATE: April 5, 2012

As we approach summer, we would like to clarify how the Board of Education terminations, retirements, pink slips, and transfer processes will work through MUNIS and KHRIS for 2012. For information on Board of Education Procedures/Policies please refer to the Department of Employee Insurance (DEI) Administration Manual, chapter six.

Retirees and Resignations wherein employees are not going to be reemployed

Follow MUNIS terminations steps, this should flow over to term them in KHRIS and no update form is necessary. If you enter a termination in MUNIS and it does not load to KHRIS within 2 weeks, then follow the steps in the [KHRIS Benefits Administration User Guide](#) to terminate coverage in KHRIS based on the employee's retirement/termination date. If the member is cross reference you can terminate coverage, however it is better to send us an update form as we do have to take action on the remaining spouse. For KGLI: Employees that retire at the end of contract, the life insurance benefits will end as of June 30th, with employees having conversion rights.

Extension of coverage through summer months

The Department of Employee Insurance, Kentucky Group Life Insurance (KGLI) and the Kentucky Department of Education (KDE) are working on an automated process to extend coverage through the summer months. However this process is not yet ready for use. In the interim if you have employees who meet the requirements for extended coverage during the summer months, please send DEI and KGLI an update form with the employment end date and the health/life coverage end date. [For DEI, use the update form.](#) For KGLI use the [Enrollment/Change/Termination Form](#). KGLI coverage end dates extend to the last day of the month.

Transfers

If you have employees transferring into your Board of Education please work with the former Board of Education to verify the end of coverage under their agency. Complete a [DEI update form](#) and a KGLI [Enrollment/Change/Termination Form](#) to transfer the employee into your agency. Please note that if a member has coverage through the end a month and begins employment with you between the 1st and 15th of the following month, that should be treated as a transfer, not as a new hire.

COBRA

Anytime health insurance coverage is terminated for a member, you must notify Ceridian.

If you have any questions regarding this process, please contact Stephanie May in the Department of Employee Insurance at 502-564-5530 or Joe Hughes in Kentucky Group Life Insurance at 502-564-5595.